



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
	Department of Education Fiscal Services	76-293-A	
Application Number	134 State Office Building Atlanta, Georgia 30334	Date Received	Date Completed
		OCT 31 1978	NOV 28 1978
2. Person to Contact		Working Title	Telephone Number
Arvil Ensley		Director	656-2497
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. 76-293 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)	
Earliest	Latest		
1970	to date	Cancelled Checks Cash Flow Documentation Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
The Fiscal Services Unit provides the necessary accounting services to all organizational levels of the State Department of Education for all monies received and disbursed on behalf of education in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Disbursing Department of Education funds. Included are: 1. Cancelled Checks 2. Voided Checks 3. Deposit Slips 4. Monthly Reconciliation Forms 5. Remittances Requests, and 6. Federal Program Refunds File is arranged: Part 1 & 2 - numerically by check number; Part 3, 4, 5, 6 - chronologically by month.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>4</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>14 Record Center boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ 6 _____ years.
c. Federal law ** _____ 5* _____ years.

d. Audit period _____ 2 _____ years.
e. Administrative need _____ 8 _____ years.
f. Federal retention instructions _____ years.

**PL 93-380, Sect. 510

*After completion of project under a federal grant, loan or other

Attach copy or excerpt of laws or regulations. Explain administrative need. _____ arrangement.

Records are needed for 8 years because some federal grants are for 3 years, requiring them to be kept for that length of time to comply with the federal law.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold _____ 7 _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

[Signature]

10/30/78

[Signature] UB

7/26/78

State Records Committee (Signature)

Date

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

[Signature]
[Signature]
[Signature]

11-22-78

11-17-78

11-27-78



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Fiscal Services Room 121, 12 Mitchell Street Atlanta, Georgia 30334	Application Number 76-293	
Application Number		Date Received AUG 19 1976	Date Completed AUG 26 1976
2. Person to Contact Arvil Ensley		Working Title Director	Telephone Number 656-2497
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968 Latest To date		5. Records Series Title (followed by title used in office, if different) Cancelled Check Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fiscal Services Unit provides the necessary accounting services to all organizational levels of the State Department of Education for all public monies received and disbursed on behalf of education in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Disbursing of Department of Education funds. Included are: Cancelled and voided checks. File is arranged: Numerically by check number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>4</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>11 Record Center boxes</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? For Audit Purposes.
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Audit Report - Not Detailed.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Check Duplicates: General Fund Expenditure Voucher File #76-233
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

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The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ 6 _____ years.
c. Federal law** _____ 5* _____ years.

d. Audit period _____ 2 _____ years.
e. Administrative need _____ 8 _____ years.
f. Federal retention instructions _____ years.

**PL 93-380, Sect. 510 *After completion of project under a federal grant, loan or other arrangement.
Attach copy or excerpt of laws or regulations. Explain administrative need.

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- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold _____ 6 _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/16/76	<i>[Signature]</i>	8/12/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	8-24-76
State Auditor/Designee		<i>[Signature]</i>	8-20-76
Secretary of State/Designee		<i>[Signature]</i>	8-23-76
Attorney General/Designee		<i>[Signature]</i>	